



## United States Fish & Wildlife Service

**DO NOT REPLY TO THIS ADDRESS - SEE MESSAGE FOR CONTACT INFO!**

01/14/2003

### Memorandum

**From** AD-Budg, Planning & Hum Res  
**Subject** Human Resources Assumes Region 9 Payroll Coordination

With the upcoming retirement of Emma Moton, (Region 9 Payroll Coordinator), the payroll function is being transferred from Finance to Human Resources (HR) effective January 6, 2003.

**Therefore, the following is critical information for Certifying Officials and Timekeepers that is effective with the pay period cycle for 0302.**

- Two Human Resources employees will share responsibility for FPPS time and attendance coordination and T&A security. Kathy Cannavino and Teresa Oliver. This will provide better coverage and back-up for these critical duties. Your primary time and attendance contact will be based on programmatic area:

**Kathy Cannavino (703) 358-2576** services MBSP, NWRS, ES and FHC  
**Teresa Oliver (703) 358-2560** services LE, IA, BPHR, BMO, and Office of the Director.

- Certified time cards should be forwarded to the contact for your area. We anticipate that this will be a temporary change. As a heads-up, we are currently coordinating the process to allow the certified timecards to be sent directly from the Certifying Official to the Denver Payroll Office.
- All timecards are to be electronically forwarded no later than 12:00 p.m. Friday on the last day of each pay period.
- Preprint change notices should be sent to mail stop HR-2000 or faxed to 703-358-2224.
- Corrections to current pay period time cards after the Friday submission will be accepted for on-line correction by HR until 1:00 p.m. Tuesday following the end of the pay period. These should be faxed to 703-358-2224.
- Amended timecards (corrections to previous pay periods) are to be sent to mail stop HR-2000 or faxed to 703-358-2224. Human Resources is not able to correct time cards for previous

pay periods. These are forwarded to the National Business Center in Denver for correction.

- Requests to add or change timekeepers and Certifying Officials for access to FPPS should be sent to mail stop HR-2000 or faxed to 703-358-2224.

Region 9 has had consistent, long-term payroll expertise for over 20 years. This expertise will be a significant loss with the retirement of Emma Moton. Human Resources requests your patience during this transition. It is reasonable to expect that Human Resources will need some time to respond to your questions and return your calls. Human Resources is committed first and foremost to ensuring that all Region 9 employees are paid timely and accurately. This will be the priority during each pay cycle over more routine issues or questions. Advance planning and lead-time on questions and issues will assist greatly during this transition.

Questions concerning these changes or the transition of Region 9 Time and Attendance function to Human Resources can be directed to: Bonnie Schires, Human Resources Officer, 703-358-1775.

**Thanks in advance for your support during this critical transition.**

---

*Our mission is working with others to conserve , protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.*